



## Scientific Committee on Antarctic Research

# Volunteer Management Policy

Approved on 16 February 2017

### Notes:

Resources used in developing this draft:

Nonprofit Network – Sample Volunteer Management Policies

<http://nonprofnetwork.org/.../Sample%20Volunteer%20Management%20Policies.pdf>

Association of Independent Volunteer Centres – sample volunteer policy

<http://www.aivcni.co.uk/downloads/Sample%20Volunteer%20Policy.doc>

Wales Council for Voluntary Action – Model volunteering policy

[http://www.wcva.org.uk/media/55234/1\\_model\\_volunteering\\_policy\\_-\\_final.doc](http://www.wcva.org.uk/media/55234/1_model_volunteering_policy_-_final.doc)

### **Purpose of this policy:**

This policy sets out the broad principles for voluntary involvement in the work of SCAR. It is of relevance to all within the organisation, including volunteers, staff, members, and those elected or appointed to positions of responsibility.

This policy is endorsed by the Executive Committee and will be reviewed annually, to ensure that it remains appropriate to the needs of SCAR and its volunteers.

### **Commitment:**

SCAR acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering can benefit SCAR in its activities and the volunteers themselves. SCAR values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and opportunities in ways which are encouraging, supportive and which help the volunteer and stimulates new volunteers.

SCAR recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

### **Statement of values and principles:**

Volunteering is a legitimate and crucial activity that is supported and encouraged by SCAR and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of Secretariat staff.

Appropriate steps will be taken to ensure that Secretariat staff are clear about the role of volunteers, and to foster good working relationships between Secretariat staff and volunteers.

Volunteers will not be used during times of industrial disputes between SCAR and Secretariat staff, e.g. strike action, to do the work of Secretariat staff.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise the organisation is not compelled to provide payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

### **Recruitment & Selection**

SCAR is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or

offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.

Volunteers will have a clear and concise task description and will be properly briefed about the activities to be undertaken. They will be given all the necessary information to enable them to perform with confidence.

### **Volunteer Co-ordination:**

All volunteers will have a nominated member of Secretariat staff to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of whom to contact to receive support and supervision.

### **Rights and Responsibilities:**

The organisation recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured when volunteering at the Secretariat
- know their rights and responsibilities if something goes wrong
- receive relevant out-of-pocket expenses
- receive appropriate training if necessary
- be free from discrimination
- be offered the opportunity for personal development where relevant

The organisation expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of the organisation
- carry out tasks within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the organisation's policies